

Deputy Chief Procurement Officer

Position Summary:

The Deputy Chief Procurement Officer will report directly to the Chief Procurement Officer. This position is located in the Department of General Services and is responsible for supporting the State of Tennessee Procurement Office in the formation of statewide procurement policies that will consolidate procurement practices for goods and services, and in leading and executing specific procurement-related responsibilities under the direction of the Chief Procurement Officer.

Typical Duties:

Under the direction of the Chief Procurement Officer:

- Oversees and coordinates procurement activities such as writing bid specifications, developing Requests for Proposals (RFP) and Invitations to Bid (ITB), advertising for bid and recommending contract awards.
- Interprets and explains applicable laws, rules, regulations, policies and procedures for contract development and monitoring.
- Reviews and recommends improvements to the State's procurement process
- Develops, implements and enforces statewide purchasing and contracting policies and procedures
- Creates and applies a consistent strategic sourcing process that continuously improves and re-evaluates statewide purchasing activities
- Oversees the conduct of spend analysis to identify opportunities which will reduce procurement costs, improve efficiency and ensure compliance with procurement policies and procedures
- Oversees the development and implementation of eCommerce solutions
- Approves and executes contract awards
- Oversees technical assistance including training for CPO employees and agency procurement staff with regard to procurement process and contract management
- Coordinates with other offices to assist agencies in enhancing economic opportunities for small businesses and women-owned and minority-owned businesses

Minimum Qualifications:

- Bachelor's Degree in business or related field from an accredited institution.
- A minimum of five (5) years of private or public sector contract experience of which three (3) years is from the public sector.
- Candidate will have experience in large-scale public procurement, contracts, contract oversight, and contract administration.
- Superior skill set in dynamic leadership, organization, problem solving negotiation, analysis, presentation, and verbal/written communication.
- Demonstrated skills using standard business software.

Preferred Experience, Knowledge, Skills and Abilities:

- Demonstrated skills using Oracle, PeopleSoft 9.1, or other enterprise procurement systems.
- Current certifications in any of the following: CPPB, CPPO, C.P.M., CPSM or related procurement certifications.
- Experience in administering programs to encourage and enhance economic opportunities for small businesses and woman-owned, minority-owned and Tennessee service disabled-owned businesses.

Other Required Competencies

Knowledge of:

- Principles of strategic planning, management and performance measures to ensure principles of management and measurement essential to effective and efficient operations are addressed;
- Extensive knowledge of the Tennessee procurement statutes;
- Extensive knowledge of Tennessee procurement policies and procedures.

Skills in:

- Leadership to guide, motivate, and direct team members;
- Interpersonal relations to build customer-focused relationships with senior level personnel, customers, staff, and other government entities;
- Facilitation to properly run internal management and staff meetings as well as special project team efforts that require the application of brainstorming and problem solving techniques
- Tact and diplomacy in relationships with internal and external customers with the goal of reflecting a positive image for the department;
- Oral and written communication with various staff levels;
- Identifying and solving problems.

Ability to:

- Plan, organize, coordinate and prioritize activities effectively to best meet department needs;
- Make decisions and resolve issues;
- Interpret, explain and apply laws, rules, regulations, policies and procedures governing the procurement process;
- Exercise initiative in developing, improving, or conducting procurement activities;
- Develop, implement and enforce statewide purchasing and contracting policies and procedures including training for Central Procurement Office and agency procurement staff;

- Use expertise to apply a consistent strategic sourcing process that continuously improves and re-evaluates statewide purchasing activities;
- Oversee the conduct of spend analysis to identify opportunities which will reduce procurement costs, improve efficiency and ensure compliance with procurement policies and procedures;
- Oversee technical assistance and training for state agencies with regard to procurement and contract management;
- Coordinate with other offices to assist agencies in enhancing economic opportunities for small businesses and woman-owned, minority-owned and Tennessee service disabled-owned businesses;
- Negotiate, problem solve, and maintain confidentiality of purchasing and procurement details.
- Ensure the effective, efficient, economical, ethical, and legal procurement and contract management for the Procurement Team.
- Establish and maintain positive customer and vendor relations.
- Advise senior level personnel of procurement concerns as part of the strategic planning, decision making, and legislative process.

If you meet the requirements of this position and wish to apply, please send a cover letter and resume to Charlotte.Mckinney@tn.gov

The Dept of General Services, Central Procurement Office, is an Equal Opportunity Employer.

Requests for ADA accommodation should be directed to the Human Resources Office @ 615-741-1379.